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**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

**FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility
Division of Health Care Financing**

BHCE/BWP OPERATIONS MEMO

No: 04-55

DATE: 10/21/2004

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input checked="" type="checkbox"/>	WtW	<input type="checkbox"/>		
Other EP	<input type="checkbox"/>	★			

PRIORITY: HIGH

SUBJECT: Wisconsin Nurse Aide Training, Testing, and Registry Update

CROSS REFERENCE: Operations Memo 04-24 – Training and Certification of
Nursing Assistants in Wisconsin

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this Operations Memo is to make Workforce Investment Act (WIA) and Wisconsin Works (W-2) agencies aware of the recent Department of Health and Family Services, Bureau of Quality Assurances (DHFS/BQA) Memo 04-025 (attached). It updates requirements for Wisconsin's Nurse Aide Program.

BACKGROUND

DHFS/BQA and its contractor, Promissor, Inc., administer Wisconsin's Nurse Aide Program. All persons who desire to become certified nursing assistants in Wisconsin must comply with requirements of the program. All eligible training agencies that wish to offer nursing assistant training must also comply with requirements of the program. In May of this year Operations Memo 04-24 was issued alerting WIA and W-2 agencies to the importance of DHFS' requirements. Since that time changes have been made to these requirements.

The DHFS/BQA memo 04-025, details the changes can be found at the following link:
http://dhfs.wisconsin.gov/rl_DSL/Publications/pdfmemos/04-025.pdf

POLICY

The changes pertain to the following topics:

- Promissor's National Nurse Aide Assessment Program Examination Changes
- Nurse Aide Competency Testing Policy Changes
- Nurse Aide Student Employment Eligibility Changes
- Nurse Aide Test Site and Evaluator Update
- Nurse Aide Training and Competency Testing Refresher Sessions
- Nurse Aide Training and Registry Website Updates

CONTACTS

WIA Contact Information
Local Program Liaisons

W-2 Contact Information
Regional Office Staff

★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.